

SCHEME OF MANAGEMENT AND CONSTITUTION OF MANAGEMENT
COMMITTEE OF SHRUBLANDS YOUTH AND ADULT CENTRE

Name.

The name of the Centre shall be "Shrublands Youth and Adult Centre (hereinafter referred to as "The Centre")

Aims and Objects

The aim and objects of the Centre shall be to promote educational and cultural activities amongst the Clubs and Organisations using the Centre and for those members who wish to join as individual members, to provide a meeting place and facilities for physical and mental training and recreation, and social, moral and intellectual development, and to foster a community spirit for the achievement of these and other such purposes as may by law be deemed to be charitable.

Membership

Membership shall be of two kinds:-

- (a) Individual membership
 - (b) Group membership
- (a) Individual membership shall be open to all persons aged 15 years and over resident within the Borough, irrespective of political party, nationality, religious opinion, race or colour. The Management Committee reserves the right to exclude any individual attempting to defeat the objects of the Centre.
 - (b) Group membership shall be open to such organisations that affiliate to the Centre by sanction of the Management Committee, such organisations to satisfy the Committee that they are autonomous bodies or branches of national autonomous bodies, and at least 75% of their membership shall be persons resident with the County Borough of Great Yarmouth.

Management

The policy and affairs of the Association shall be determined by the Management Committee (hereinafter referred to as "The Committee") consisting of:

- (i) Seven members to be appointed by the Great Yarmouth Education Committee.
- (ii) Three members to be appointed by a general meeting of the Centre from the representatives of the Groups affiliated to the Centre.
- (iii) Four members to be appointed by a general meeting of the Centre from the individual members referred to in (a) above.

The Chairman of the Committee shall be appointed from the members appointed by the Great Yarmouth Education Committee, and the Vice-Chairman from the members appointed under (i) and (ii) above. The Committee shall meet at monthly intervals unless due notice is given cancelling the meeting for a reason approved by the Chairman. All members of the Committee shall retire annually at the Annual General Meeting of the Centre (hereinafter referred to as the Annual General Meeting), but shall be eligible for re-election from year to year.

At any meeting of the Committee, 50% of the Committee membership shall constitute a quorum.

Appointment of Warden

The Warden and staff of the Centre (other than the first Warden and Caretaker/Gardener) shall be appointed by the Management Committee, from a short list prepared by the Management Committee and approved by the Education Committee.

The Warden of the Centre shall act as Secretary to the Committee and shall have the right to attend all meetings except on such occasions and for such times as the Committee may for good cause otherwise determine.

The Chief Education Officer or his representative shall have the right to attend all meetings of the Committee and all general meetings in an advisory capacity.

Sub-Committees

The Committee may from time to time appoint such Sub-Committees as they may deem necessary or expedient and may depute or refer to them such powers as the Committee may determine. Such Sub-Committees shall report periodically their proceedings to the Management Committee and shall conduct their business in accordance with the direction of the Management Committee.

Meetings

The Annual General Meeting shall be convened by the Committee during the month of March in each year for the purpose of receiving the Annual Report and to accept the resignations of the members of the Management Committee and to elect the Committee for the ensuing year.

The Annual Report (including the Income and Expenditure Account for the year) is to be submitted to the Education Committee by the 30th. April in each year. The Management Committee will submit to the Education Committee such other reports as may be called for from time to time.

Special meetings of the Centre may be called at any time by the Secretary or upon a requisition in writing of twenty members stating the purpose for which the meeting is required.

Minutes

A Minute Book shall be kept by the Committee and Sub-Committees and all proceedings and resolutions shall be entered therein by the Secretary or his deputy.

Finance

The Education Committee shall be responsible for

- (a) (i) Salaries of all Staff (excluding Canteen staff)
 - (ii) Fuel, lighting and cleaning
 - (iii) General repairs and upkeep
 - (iv) Loan charges
- (b) Fees of Instructors of Courses provided by the Local Education Authority under regulations for Further Education.

Any income derived from the letting of rooms to bodies which are not Group members of the Centre will be paid to the Education Committee, and the Education Committee will decide the charge to be made.

All income derived from the Centre, except where otherwise stated herein, shall be credited to the Centre Account.

Any proposals which involve the Education Committee in additional expenditure must be referred by the Management Committee to the Education Committee for the prior approval.

Accounts

The accounts of the Centre shall be available for the information of any member of the Committee, or through their duly appointed representative, for the members of any Group. The Warden shall be held responsible for the collecting and accounting for all the monies of the Centre, for the issue of receipts for all monies received and for paying into the Centre account, at such time and by such methods as the Committee may direct.

Use of Centre by Local Education Authority

The Local Education Authority reserves the right to use the premises on occasion for meetings, courses, etc., after consultation with the Management Committee and after due notice has been given.

Alterations to the Constitution

This Constitution may be amended by resolution at any Annual General Meeting or Special General Meeting of the Centre, provided that no such resolution shall be deemed to have been passed unless it be carried by a majority of at least two thirds of those members present and voting thereon, and provided that any amendment thus passed is submitted to and approved by the Education Committee.

Standing Orders

The Committee shall have the power to determine their procedure by such standing orders as may from time to time be adopted.

Membership of the Centre - Subscriptions

Membership of the Centre shall be obtained by a group as defined above and Subscriptions must be paid in accordance with the following Scale:-

Group Membership	- Adult Groups	£2. 2. Od. per annum
	- Youth	£1. 1. Od. per annum
Individual Membership	- Adult	5. Od. per annum
	- Youth	2. 6d. per annum

Fees for courses - Details of which are given below, will be payable to the Education Committee in respect of classes organised under the regulations for Further Education when the Education Committee are providing and paying an Instructor.

Youths (under 18 years of age)	No fee
18 years of age and over	2/6d. per course (maximum 10 sessions)

Membership of an affiliated Group will entitle their members to the Group activities of their own organisation only.

All subscriptions to be paid by 30th. April, in each year, or within 14 days of being accepted to the membership of the Centre.